

## INSTRUCTIONS FOR STUDENTS USING [WWW.GETINVOLVED.ORG](http://WWW.GETINVOLVED.ORG)

### BEFORE YOU START

1. The Help Icon on the right side of most pages gives instructions and video links.
2. Contact [support@nvolved.com](mailto:support@nvolved.com) if you need additional help.

### CREATING A LOGIN ACCOUNT

1. Go to [www.getinvolved.org](http://www.getinvolved.org).
2. Click "Register".
3. Fill in the form.
4. Check your email and verify your email address. (Give a few minutes for email routing.)
5. Go to [www.getinvolved.org](http://www.getinvolved.org) and log in.

### CREATE A RECORD OF COMMUNITY SERVICE OR WORK

1. On the Welcome Page click the CREATE box, or on the Records Page click CREATE.
2. Note the Help Icon on the right side that gives general instructions and a links to videos.
3. Add Service Area, Teacher, Career Cluster, and Community Needs Category. (Best guess is OK.)
4. Save & Edit Later or Save & Finalize & Submit for approval. The latter immediately sends an email to the Worksite Mentor.

### EDITING A RECORD (In Progress or Changes Required, only. Pending or Approved cannot be changed.)

1. On the Records Page, click "Details".
2. On the Record Details Page, click EDIT.
3. Make the changes.
4. Save & Edit Later or Save & Finalize & Submit for approval. The latter immediately sends an email to the Worksite Mentor.

### SHARING OR PRINTING

1. On the Records Page, select the records you wish by clicking the box in the left column.
2. Click the SHARE or PRINT tab and close the pop-ups. (Do not block pop-ups!)
3. Enter as many as 4 email address for SHARE, or click the Printer Icon to print.

The quality of your records depends on you. The more data you include, the more valuable the records become. The Worksite Mentors add their comments to the records and see yours. Eventually, you may want to share these records with potential employers, college admissions counselors, or scholarship committees. You won't be able to change records once approved. Do it correctly the first time.